

TAB A - Management Survey of ORE.

SUBJECT: Information Control

Problem

Under present procedures, personnel assigned to both ORE and OCD read, distribute, and maintain control records for the same incoming intelligence documents. Can a satisfactory solution be effected to eliminate this duplication of effort?

Discussion

1. The incoming intelligence material under discussion in this paper consists of:

- a. Requested Documents
- b. Spontaneous Documents
  - (1) Reports
  - (2) Periodicals
- c. Cables
- d. Top Secret Documents and Cables
- e. Administrative Mail

2. Material indicated under a. and b. above represents approximately 60 per cent of the volume of records received and requires about 75 per cent of the effort expended for document control. It is believed that savings can be effected in the processing and control of these types of documents.

3. a. Cables usually contain the most urgent information and therefore expeditious handling is of utmost importance. The present processing procedures appear to meet all requirements.

b. Top secret material is processed in accordance with Agency directives. This material, because of its nature, must receive special handling at all points of receipt. It is not believed any change in handling this material is indicated.

c. Administrative mail pertains solely to ORE and should continue to be processed as directed by the Assistant Director for Reports and Estimates.

Recommendations

1. That the allocation and distribution of spontaneous documents, including both reports and periodicals, be made by OCD direct to the appropriate ORE Divisions without intermediate processing through ORE Information Control.
2. That the distribution of documents received as a result of directed collection be made by OCD direct to the Requirements Staff, ORE, without intermediate processing through ORE Information Control.
3. That the processing of cables, top secret material, and administrative mail by ORE continue as at present.
4. That the control files for requested and spontaneous documents now being maintained by the Information Control Section, Administrative Staff, ORE, be eliminated. (This file is a duplication of the file currently maintained by OCD.)
5. That OCD assume this responsibility without any initial increase in allocation of personnel. Determination to be made approximately 60 days following transfer of responsibility as to final allocation of personnel.
6. That the transfer of responsibility from ORE to OCD be made at a time and in a manner satisfactory to the Assistant Directors concerned, but not later than 1 January 1950.

Concurrences:

Assistant Director for Reports and Estimates

Assistant Director for Collection and Dissemination